

**CALHOUN COUNTY
SUBMITTING BIDS/PROPOSALS
INSTRUCTIONS**

Vendors submitting a bid/proposal to Calhoun County **must follow these 3 steps**:

1. **Register as a vendor** with the County by means of this link:

<http://www.calhouncountymi.gov/vendors/registration>

After completing a brief company profile, you will be asked to categorize the product(s) and/or services you provide. For this project, register (at a minimum) under this code: **961.48**. Completing this registration will add you to the County's vendor database. Once registration is complete, you can be assured of receiving emailed notice of all addenda or questions/answers pertaining to this project, and of future solicitations within your category(s) of commodity/services.

If already registered, review your on-line profile and revise to current information.

2. **Download the bid document** by accessing the following link:

http://www.calhouncountymi.gov/government/administrative_services/bid_opportunities

3. **Register your intent to bid** on this project at the site of the above link. (Registration of intent does not need to occur at the time of the document download.) Should you elect not to submit a bid after registering your intent to bid, notify the Purchasing Office of your change in status at: lobrig@calhouncountymi.gov

**VENDORS ARE ENCOURAGED TO REGISTER WITH THE COUNTY
UPON RECEIPT OF THIS SOLICITATION**

**CALHOUN COUNTY
ADMINISTRATION, PURCHASING DIVISION
REQUEST FOR BIDS**

**LABORATORY WATER TESTING SERVICES
RFB#113-15**

ISSUED: TUESDAY, APRIL 7, 2015

DUE: TUESDAY, APRIL 21, 2015

1.0 INTRODUCTION AND SCOPE:

Calhoun County is seeking qualified contractors to provide the services of a qualified laboratory to perform analyses of raw and finished drinking water for the Environmental Health Department. It is intended that one primary laboratory be selected for water analyses as required by the County. However, two or more laboratories may be selected and the total amount of work as indicated in this proposal, may be divided if determined by the County that by doing so will provide efficiencies of service to the County. The actual amount of work assigned will depend upon the ability of the selected lab(s) to perform all of the required tests, in addition to the level of performance and capacity of the selected vendor(s). Laboratories are hereby notified that the County does not guarantee any minimum quantity for any item listed in this proposal or specified in the contract.

While prices must be competitive, laboratories must be able to demonstrate a consistently high level of performance with minimal supervision and contract management by County staff with regard to timely, comprehensive, and accurate reports and invoicing. Service and technical standards will carry more importance than price for consideration of award of this agreement.

The term of this agreement will be for **one (1) year, with the possibility of four (4) 1-year extensions**, at the mutual acceptance of both parties.

2.0 BIDDER REQUIREMENTS FOR WATER ANALYSIS:

The following is a list of the minimum requirements that a bidder must provide in order to be considered as a contractor to perform water analysis tests for the Calhoun County Environmental Health Department:

- 2.1 Provide laboratory services for water specimens referred by the Environmental Health Department.
- 2.2 Supply approved collection containers for water sample analyses and instruct Environmental Health sanitarians in their use.

- 2.3 Provide (Monday thru Friday) courier services at least twice per day to the Environmental Health Department offices in Battle Creek for specimen pick-up and delivery of reports, at no additional cost the County. Also provision of a daily courier service to the State of Michigan labs located in Lansing, as needed.
- 2.4 All procedures must be performed by qualified technicians, as required by the Michigan Department of Community Health (MDCH).
- 2.5 Proposer's laboratory must be approved by the Environmental Protection Agency (EPA) for raw water and drinking water analyses and certified by the Michigan Department of Environmental Quality (MDEQ) to perform drinking water analyses for compliance purposes in the state of Michigan.
- 2.6 Proposer must perform the test for water samples (coliform/nitrates) and the results shall be reported to Environmental Health within 24 hours of the test completion.
- 2.7 Proposer must make lab personnel available to Environmental Health staff for consultations regarding water sample analyses.
- 2.8 Proposer must be able to provide the following lab services and testing:
 - 2.8.1 Coliform Bacteria (including fecal coliform bacteria)
 - 2.8.2 Nitrate
 - 2.8.3 Surface/Wastewater
 - 2.8.3.1 Fecal Coliforms
 - 2.8.3.2 Fecal Streptococcus
 - 2.8.4 Swimming Pool Samples
 - 2.8.4.1 Standard Plate County
 - 2.8.4.2 Total Coliforms
 - 2.8.5 Volatile Organic Compounds
 - 2.8.6 Automated Partial Chemistries
 - 2.8.6.1 Fluoride
 - 2.8.6.2 Chloride
 - 2.8.6.3 Hardness
 - 2.8.6.4 Nitrite
 - 2.8.6.5 Sulfate
 - 2.8.6.6 Iron
 - 2.8.7 Lead
 - 2.8.8 Copper
 - 2.8.9 Arsenic
 - 2.8.10 Metals
 - 2.8.11 Synthetic organic compounds

- 2.9 Fax or electronic transfer of data for reporting of sample results is required within 24 hours of the test completion.
- 2.10 Proposer shall furnish all equipment and supplies necessary to conduct the testing procedures.
- 2.11 When requested by the County, proposer will provide STAT laboratory services, which are to be available 24 hours per day and 7 days per week. Allowances will be made for the additional costs associated with providing these services.

3.0 SUBMISSION CONTENT:

3.0.1 Narrative Requirements

Narrative requirements are specific to evaluation criteria. Responses shall have all request for information/questions numbered and answered completely. The narrative portion and the materials presented in response to this questionnaire shall be submitted in the same order as requested and must contain, at a minimum, the following:

3.0.1.1 Proposer's Credentials

Proposers shall provide their credentials and qualifications in the field of providing laboratory analysis services. Include licenses and accreditations in addition to information which documents successful and reliable experience to past performance related to the requirements of this RFB. Include a description of the proposer's business history and number of years in operation.

3.0.1.2 References

Provide the company/agency name, contact person, telephone number, and email address of three (3) organizations for which your laboratory has provided similar lab tests within the last two (2) years. The County reserves the right to check all references furnished and consider the response received in determining the award of this proposal.

3.0.1.3 Price Proposal

- 3.0.1.3.1 Proposers shall provide firm fixed prices for the services outlined in this document.

3.0.1.3.2 All fees must be submitted on the Price Sheet (*Attachment A*)

3.0.1.4 Specimen Transport

3.0.1.4.1 Provide method of specimen transport. How will transport be arranged to best minimize turn-around time for the Environmental Health Department?

3.0.1.4.2 Provide the estimated turn-around time for each test parameter for which you intend to bid.

3.0.1.5 Sample Storage

What is the length of time you would store specimen samples while still preserving specimen integrity?

3.0.1.6 Test Methodology

Briefly explain methodology of test for each test parameter for which you intend to bid.

3.0.1.7 Quality Assurance

Briefly explain your lab's Quality Assurance Program.

3.0.1.8 Value Added Services

Provide any additional information that provides value added services to the County.

4.0 EXCEPTIONS:

4.0.1 The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications. Failure to do so will signify that the proposer agrees to meet all requirements of the terms, conditions, and specifications.

4.0.2 To ensure a uniform review process and to obtain the maximum degree of comparability, each proposal shall be presented in the order of the above. Failure to do so may be cause for rejection of the proposal.

5.0 BID CONTENTS:

All responsive bids will contain the following:

- 5.1 Completed Price Sheet - (*Attachment A*)
No other form of pricing will be accepted by the County.
- 5.2 Proof of insurance
- 5.3 Proof of license
- 5.4 Narrative (*see Sec. 3.0 "Submission Content"*)

6.0 METHOD OF AWARD

It is the intent of Calhoun County to conduct a comprehensive, fair, and impartial evaluation of the proposals received in response to this Request for Bid. The bid selected will be that response deemed most advantageous to the County, based upon the following criteria in order of importance.

6.0.1 Evaluation Criteria:

- 6.0.1.1 Bidder's qualification and experience in providing lab services as specified in this RFB.
- 6.0.1.2 Bidder's ability to perform the service in the time constraints required.
- 6.0.1.3 Price for the services, as outlined in the bid.
- 6.0.1.4 References to confirm the bidder's ability to perform the service specified.

7.0 INQUIRIES:

Written inquiries as a result of this Request For Bid may be directed by ***Monday, April 13*** to:

Leslie R. Obrig, Purchasing Coordinator
lobrig@calhouncountymi.gov

8.0 BID SUBMISSION:

Bids are due ***TUESDAY, APRIL 21, 2015; 3:00 P.M. (LOCAL TIME)***. Bids should be submitted by U.S. mail, express mail, or hand delivered to:

***Calhoun County Purchasing
315 West Green Street, Marshall, MI 49068
(269) 781-0981
lobrig@calhouncountymi.gov***

The County reserves the right to accept or reject any or all bids and to waive informalities and irregularities in bids or bidding procedures, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid.

LATE BIDS WILL NOT BE CONSIDERED.

ATTACHMENT A
PRICE SHEET

RFB#113-15 LABORATORY WATER TESTING

Per unit pricing based upon a quantity of 2500 tests:

<i>Item:</i>	<i>Type of test:</i>	<i>Price per unit:</i>
1.	Basic Water Test	\$ _____
2.	Coliform bacteria	\$ _____
3.	Nitrate	\$ _____
4.	surface wastewater: fecal coliforms	\$ _____
5.	surface wastewater: fecal Streptococcus	\$ _____
6.	swimming pool samples: standard plate county	\$ _____
7.	swimming pool samples: total Coliforms	\$ _____
8.	volatile organic compounds	\$ _____
9.	automated partial chemistries: Fluoride	\$ _____
10.	automated partial chemistries: Chloride	\$ _____
11.	automated partial chemistries: hardness	\$ _____
12.	automated partial chemistries: Nitrite	\$ _____
13.	automated partial chemistries: Sulfate	\$ _____
14.	automated partial chemistries: Iron	\$ _____
15.	Lead	\$ _____
16.	Copper	\$ _____
17.	Arsenic	\$ _____
18.	Metals	\$ _____
19.	Synthetic organic compounds	\$ _____

Note #1: The item quantities listed on this pricing sheet is given only as guideline for preparing your bid and should not be construed as representing actual quantities to be purchased.

Note #2: The bid prices as stated above are to be inclusive of all specification requirements. There will be no additional cost to the County.

Note #3: All items quoted must be in compliance with the specifications. If you are taking exception, indicate those exceptions on company letterhead and attach to this RFB.

Note #4: Any prospective bidder must have, at the date of the bid, any and all local, state and federal licenses, approvals, permits, authorizations and/or certifications which would be applicable for all services to be rendered during the term of the agreement.

(Attachment A continued)

EXCEPTIONS:

Company or Bidder's Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Contact Person: _____

Title: _____

Email Address: _____

Authorized Signature: _____

Date: _____